

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

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May 13, 2003

**FROM:**        **ROGER WEAVER**, Director  
                 Fleet Management Department

**SUBJECT:    CLASSIFICATION ACTIONS**

**RECOMMENDATIONS:**

1. Establish the classification Motor Pool Specialist, Craft, Labor, and Trades Unit. Establish salary for new classification as R30 (\$23,774 - \$30,326), as a Minute Order Amendment to the Salary Ordinance.
2. Approve the reclassification of position number 09089 from Motor Pool Assistant [Craft, Labor, and Trades Unit, R25 (\$21,050 - \$26,874)] to Motor Pool Specialist [Craft, Labor, and Trades Unit, R30 (\$23,774 - \$30,326)].

**BACKGROUND INFORMATION:** Per the employee's request, the Classification Section of the Human Resources Department conducted a classification study of position number 09089. This position is responsible for monitoring more than 1,800 general purpose motor pool vehicles used by County departments; assisting in the implementation and maintenance of the motor pool module of the Fleet Management Information System; and providing analysis regarding the County fleet including long range planning. Based on their study, the Classification Section recommends the establishment of the classification Motor Pool Specialist and that position number 09089 be reclassified from Motor Pool Assistant to Motor Pool Specialist.

Fair Labor Standards Act (FLSA) Status of New Class: Covered

**REVIEW BY OTHERS:** The item has been reviewed by County Counsel (W. Andrew Hartzell, Deputy County Counsel) on April 28, 2003; the Human Resources Department (Linda Matthews, Classification Manager) on May 2, 2003; and the County Administrative Office (Daniel R. Kopp, Administrative Analyst) on May 6, 2003.

**FINANCIAL IMPACT:** The cost of reclassifying this position for the remainder of the fiscal year 2002-03 is \$300, which will be paid using salary savings. The ongoing cost will be \$1,500 per year, which will be included in the fiscal year 2003-04 budget and reimbursed through the motor pool rates charged to user departments.

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this item, concurs with the department's proposal, and recommends this action based on the alignment of duties with an appropriate classification. The ongoing cost of this reclassification will be \$1,500 per year, which will be included in the department's motor pool rates.

**SUPERVISORIAL DISTRICTS:** All

**PRESENTER:** Roger Weaver, Director 387-7870

Record of Action of the Board of Supervisors

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